

**REPRESENTATIVE TASK ORDER 1
“SECURITY SPECIALIST FOR COUNTERINTELLIGENCE/COUNTERTERRORISM”
STATEMENT OF WORK (SOW)**

OFFICE OF PROTECTIVE SERVICES (OPS) TASK ORDER NO.: TBD

- 1. SUBJECT OF WORK:** Security Specialist for CI/CT Services.
- 2. OPS DESIGNATED TASK ORDER REPRESENTATIVE: TBD**

CONTACT INFORMATION:
TBD

3. DESCRIPTION OF WORK TO BE PERFORMED

- 3.1. The Office of Protective Services (OPS) has responsibility for the NASA Headquarters Counterintelligence and Counterterrorism (CI/CT) Program. The CI/CT Division is staffed with NASA employees located at Headquarters and specialists located at the different NASA Centers.
- 3.2. The responsibilities and workload of the CI/CT Program staff have expanded and the CI/CT Program at Headquarters requires CI/CT related administrative and technical security support services.
- 3.3. **Services to be provided.** The contractor shall provide a Security Specialist at NASA Headquarters to perform CI/CT related administrative and technical security services in support of the CI/CT Program.
- 3.4. This Task Order requires the services of a Security Specialist as required under the Baseline Contract’s Performance Work Statement (PWS) and as described under this Task Order SOW.,

A. Qualifications. The Security Specialist shall:

- 1) Meet all qualifications described in the Baseline Contract’s PWS for Security Specialists and as described in this Task Order SOW.
- 2) Be able to perform all required services described in the Baseline Contract’s PWS for Security Specialists to support the Office of Protective Services (OPS) under IDIQ Task Orders.
- 3) Have the required 1-year experience as described in the Baseline Contract’s PWS for Security Specialists.
- 4) Be capable of performing the full range of administrative and technical support services related to the CI/CT program activities. Activities include,

but are not limited to, such things as: assisting with making travel arrangements and providing meeting support; case tracking; preparation of reports; assisting with policy formulation for regulatory and guidance documents; analyzing and resolving problems and anomalies; coordinating program matters with NASA and other Federal Agency officials; etc

B. Duties and Responsibilities. The Security Specialist shall:

- 1) Primarily perform and/or assist in CI/CT administrative and technical support services. This includes extensive involvement with program staff analyzing and disposing of highly sensitive investigation and report information of CI/CT activities relative to NASA and other Federal Agencies
- 2) Assist in, the related activities and other more generalized duties and responsibilities associated with providing support to the CI/CT Program Manager and specialists. Such activities include, but are not limited to, preparing/planning travel and meeting arrangements, tracking action items, maintaining data and preparing reports.
- 3) Prepare written reports of activities on a regular or ad hoc basis. Such reports usually will be, but are not limited to, weekly and/or monthly statistical summations of CI/CT related activities of the Security Specialist and/or the CI/CT staff.
- 4) Attend and successfully complete NASA sponsored training regarding CI/CT matters, and possibly other Security Specialist activities. Any costs or arrangements for attending such training shall be borne by NASA.

4. SPECIAL REQUIREMENTS OR OTHER INFORMATION

Most of the activities the one (1) Security Specialist will be involved with will involve handling personal information that is subject to strict Privacy Act and other legal confidentiality restrictions as well as security information that requires no higher than a SECRET clearance. The one (1) Security Specialist must adhere to any and all such information handling or other restrictions that the Security Specialist is required and/or instructed to follow by NASA security staff and/or the contractor's management.

The Security Specialist under this Task Order may be required to travel in order to perform work on an occasional basis at other locations. If such travel is required, either the Task Order will be amended or a separate Task Order will be issued for support of employee travel costs only. Travel costs must be incurred in accordance with Federal Travel Regulations.

One (1) Security Specialist is required under this Task Order.

5. PERIOD OF PERFORMANCE

5.1. The Security Specialist shall perform the work of this Task Order as follows:

- The period of performance of this Task Order is from 01/01/12 through 12/31/12.
- Each of the Security Specialists shall work from 0800 – 1600 hours, exclusive of Federal holidays, Monday through Friday, or as otherwise agreed to by the OPS Designated Representative. Any OPS agreement to changes from the above schedule shall be provided to the Contractor in writing prior to any changes being effected. The Contractor shall not make any changes without OPS written agreement.

6. DELIVERABLES

The contractor shall provide the following deliverables:

SECTION REFERENCE	DELIVERABLES	SCHEDULE	RECIPIENT	QUANTITY
B.1 and B.2	CI/CT related activities, and generalized duties and responsibilities.	As required.	CI/CT Program Manager.	As necessary.
B.3	Written reports.	NLT three (3) workdays after the end of the applicable reporting period.	COTR, and CI/CT Program Manager.	1 Each.

NLT: Not Later Than.

6.1. All deliverable documentation and/or reports the contractor is required or requested to deliver shall be provided in both an electronic format compatible with Microsoft Word, Excel, and/or PowerPoint software as appropriate, AND a paper format (original to the Contracting Officer or OPS Designated Representative, as applicable). Both formats shall be clearly labeled as deliverable(s) required by this Task Order and shall include the following information:

Contractor Name: Awardee
Contract No.: To be Determined (TBD).
Task Order No.: TBD - Identified at top of this PWS.
Deliverable Item: Identified from "DELIVERABLES" section.
Date of the Deliverable
Printed name and title of the person presenting the deliverable document.

7. COMPLETION

- 7.1. The supplies and/or services required to be delivered by this Task Order will be considered complete only after the contractor has fulfilled all the requirements of this Task Order and demonstrated completion to the satisfaction of the OPS Designated Representative. Thereafter, the OPS Designated Representative will prepare a brief document referencing this Task Order and briefly describing its completion, and provide it within five (5) business days to the contractor (with a courtesy copy to the Contracting Officer) so the contractor can then submit its final invoice for this Task Order.

8. INVOICING

The contractor shall invoice separately, on a monthly basis, for services pertaining to this Task Order for each respective month. The contractor shall identify the Task Order number

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